

ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 07/09/2024

Approved as Recommended ☒

Other ☐

Unanimous ☐ Tam: ☐ Haubert: ☐ Miley: ☒ Márquez: ☐ Carson: ☒ - ☒

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

File No. _____
Item No. 83

Copies sent to:

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:
Clerk of the Board
Board of Supervisors

By: Cheryl Perkins
Deputy



June 24, 2024

The Honorable Board of Supervisors
C/O Clerk of the Board
County Administration Building
1221 Oak Street, Suite 536
Oakland, CA 94612

Dear Board Members:

SUBJECT: Approval of Amended Conflict of Interest Code for First 5 Alameda County

RECOMMENDATION

Approve and adopt an amended Conflict of Interest Code for First 5 Alameda County.

DISCUSSION/SUMMARY

The Political Reform Act (Government Code Section 81000, et. Seq.) requires every local government agency to review its Conflict of Interest code biennially to determine if it is accurate or alternately if the code should be amended.

First 5 Alameda County staff worked with agency legal counsel on revisions to the Conflict of Interest Code to ensure compliance with legal requirements.

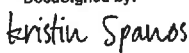
First 5 Alameda County Commission's Executive Committee reviewed and approved revisions to its Code on June 11, 2024.

Your Board is requested to approve the attached revised Conflict of Interest Code.

FINANCING

There is no fiscal impact to Alameda County or First 5 Alameda County as a result of this action.

Respectfully,

DocuSigned by:

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Kristin Spanos
Chief Executive Officer
First 5 Alameda County



FIRST 5 ALAMEDA COUNTY CONFLICT OF INTEREST CODE

JUNE 11, 2024

Conflict of Interest Code of The First 5 Commission of Alameda County (First 5)

The Political Reform Act, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations, title 2, section 18730, which contains the terms of a standard Conflict-of-Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

Therefore, the terms of California Code of Regulations, title 2, section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission along with the attached Appendices in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict-of-Interest Code of the First 5 Commission of Alameda County.

All designated employees shall file their statements of economic interests with the First 5 Commission of Alameda County. Upon receipt of the statements of the Board members and the Chief Executive Officer, the agency shall make and retain a copy and forward the originals to the Alameda County Board of Supervisors, which shall be the filing officer. Alternatively, Board members and the Chief Executive Officer may elect to complete and submit the statement electronically in Alameda County's eForm 700 filing system. Statements for all other designated employees shall be retained by the First 5 Commission of Alameda County, and shall be made available for public inspection and reproduction. (Gov. Code section 81008.)

Disclosure Categories

Category 1

All business positions, investments in, or income (including gifts and loans) received from any entities that provide the type of services which are eligible to receive Proposition 10 funding.

Category 2

All interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agencies.

Category 3

All business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell services or supplies of a type utilized by the agency and associated with the job assignment of designated position assigned to this disclosure category.

Category 4

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendations or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Chief Executive Officer (or head) of the agency.

* The Chief Executive Officer may determine in writing that a particular consultant, although a "designated position" is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. A copy of the written determination is a public record and shall be retained by the agency and made available for public inspection in the same manner and location as this conflict-of-interest code.

A list of the individuals required to file disclosures under this category and their respective levels of disclosure is on file in the Commission's Chief Executive Officers' office.

APPENDIX A

Designated Position

Assigned Disclosure Category

Board of Commissioners	1, 2, 3
Ex-Officio Representatives	1, 2, 3
Consultants*	4
Staff listed in Appendix B	1, 2, 3

CONFLICT OF INTEREST DISCLOSURE CATEGORIZATIONS CY 2024

DESIGNATED OFFICIALS	DISCLOSURE CATEGORY
COMMISSIONER, CHAIR	1, 2, 3
COMMISSIONER, VICE CHAIR	1, 2, 3
COMMISSIONER ALTERNATE	1, 2, 3
COMMISSIONER	1, 2, 3
EX-OFFICIO REPRESENTATIVES	4
CONSULTANTS	4

APPENDIX B

Designated Employees	Disclosure Category
Accounting Manager	1, 2, 3
Accounts Payable Specialist	1, 2, 3
Applications Administrator	1, 2, 3
Administrator	1, 2, 3
Administrator, Cultural Access Services	1, 2, 3
Administrator, Family, Friend, and Neighbor	1, 2, 3
Administrator, Family Child Care	1, 2, 3
Administrator, Finance, Contracts & Budget	1, 2, 3
Centralized Eligibility & Enrollment Coordinator	1, 2, 3
Chief Executive Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Chief Human Resources Officer	1, 2, 3
Chief Impact Officer	1, 2, 3
Chief of Programs	1, 2, 3
Chief of Staff	1, 2, 3
Chief Operations Officer	1, 2, 3
Communications Specialist	1, 2, 3
Compliance Officer	1, 2, 3
Contracts and Budget Administrator	1, 2, 3
Contracts and Budget Manager	1, 2, 3
Contracts and Budget Specialist	1, 2, 3
Data & Insights Supervisor	1, 2, 3

AGENDA ITEM 4a1

Deputy Chief Executive Officer	1, 2, 3
Director	1, 2, 3
Director of Early Care & Education	1, 2, 3
Director of Data & Evaluation	1, 2, 3
Director of Pediatric Care Coordination	1, 2, 3
Director of Planning	1, 2, 3
Director of Programs	1, 2, 3
Director of Technology	1, 2, 3
Enrollment Administrator, Early Care & Education	1, 2, 3
Evaluation Officer	1, 2, 3
Evaluation Specialist	1, 2, 3
Family & Community Support Programs Manager	1, 2, 3
Fathers Corps Program Administrator	1, 2, 3
Fathers Corps Program Manager	1, 2, 3
Finance Administrator	1, 2, 3
Government Affairs and Policy Officer	1, 2, 3
Government Affairs and Policy Administrator	1, 2, 3
Help Me Grow Developmental Screening Coach	1, 2, 3
Help Me Grow Prevention Manager	1, 2, 3
Help Me Grow Program Services Coordinator	1, 2, 3
Help Me Grow Senior Community Liaison	1, 2, 3
Information Technology Specialist	1, 2, 3
Infrastructure Administrator	1, 2, 3
Infrastructure Officer	1, 2, 3
Manager	1, 2, 3

AGENDA ITEM 4a1

Officer	1, 2, 3
Office & Facilities Manager	1, 2, 3
Parent Engagement Administrator	1, 2, 3
Provider Engagement Manager, Early Care & Education	1, 2, 3
Payroll & Finance Manager	1, 2, 3
Planning Coordinator	1, 2, 3
Program Administrator, Early Care & Education	1, 2, 3
Program Administrator, Neighborhoods Ready for School	1, 2, 3
Project Manager	1, 2, 3
Program Officer	1, 2, 3
Provider Support Manager	1, 2, 3
Quality Early Care & Education Program Manager	1, 2, 3
Quality Improvement Coach	1, 2, 3
Senior Administrator	1, 2, 3
Senior Administrator, Community Programs	1, 2, 3
Senior Administrator, Data & Evaluation	1, 2, 3
Senior Administrator, Early Care and Education	1, 2, 3
Senior Administrator, Early Care and Education Facilities	1, 2, 3
Senior Administrator, Early Care & Education Provider Partnerships	1, 2, 3
Senior Administrator, Early Care & Education Workforce Development	1, 2, 3
Senior Administrator, Early Care & Education Fiscal Operations	1, 2, 3
Senior Administrator, Finance	1, 2, 3
Senior Administrator, Finance, Contracts & Budget	1, 2, 3

AGENDA ITEM 4a1

Senior Administrator, Financial Analyst	1, 2, 3
Senior Administrator, Human Resources	1, 2, 3
Senior Administrator, Help Me Grow	1, 2, 3
Senior Administrator, Pediatric Care Coordination	1, 2, 3
Senior Administrator, Policy	1, 2, 3
Senior Salesforce Administrator	1, 2, 3
Strategic Communications Officer	1, 2, 3
Strategic Initiatives and Planning Administrator	1, 2, 3
Strategic Initiatives and Planning Officer	1, 2, 3
Technology Officer	1, 2, 3
Training Administrator	1, 2, 3



To: First 5 Alameda County Executive Committee

From: Kristin Spanos, Chief Executive Officer
Cally Martin, Deputy Chief Executive Officer
Christine Hom, Chief Operating Officer
Joy Ramos, Compliance Officer

Date: June 11, 2024

Subject: Revisions to First 5 Alameda County Conflict of Interest Code

ACTION REQUESTED

To review and approve revisions to First 5 Alameda County's Conflict of Interest Code.

BACKGROUND

The Political Reform Act requires every local government agency to review its Conflict of Interest Code *biennially*. A Conflict of Interest Code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

Since the Executive Committee's approval of the revised Conflict of Interest Code on June 15, 2023, additional staff have been hired to support the Oakland Children's Initiative, Measure C implementation and continued agency expansion that fall within the category of Designated Employees (See Appendix B).

Changes to Appendix B - Designated Employees of First 5's Conflict of Interest Code Disclosure Categorization are shown in track changes on the attached document and include updates, deletion of titles, and addition of new titles. Upon Executive Committee approval, First 5 staff will submit the updated Code including the revised list of Designated Employees to the Alameda County Board of Supervisors for approval as the Code reviewing body.

Olson Remcho, agency legal counsel, reviewed the First 5 Conflict of Interest Code and Appendix B and recommended adding designations that reflect a general position for specific types of roles at First 5. As a result, the following titles are added to Appendix B as these titles are applicable to First 5's many distinct programs: Manager, Administrator, Senior Administrator, Officer, and Director.

AGENDA ITEM 4a

With the continued agency growth due to Measure C implementation, First 5 is anticipating additional potential changes in position titles before the next biennial review in June 2026. The positions will retain the same disclosure categories as other similar positions (1, 2, and 3), and will ensure continuity and transparency in Conflict of Interest Code compliance between now and the next biennial review.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDATION

That the Executive Committee approve the revisions to First 5 Alameda County's Conflict of Interest Code.

Submitted by:


DocuSigned by:

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Christine Hom
Chief Operating Officer

Approved by:

DocuSigned by:

ED639B45E15A4E7
Kristin Spanos
Chief Executive Officer

DocuSigned by:

49BC5E5E9FA34DF
Joy Ramos
Compliance Officer

Reviewed by:

DocuSigned by:

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Cally Martin
Deputy Chief Executive Officer

**FIRST 5 ALAMEDA COUNTY CONFLICT OF INTEREST CODE**REVISED ~~JUNE 15, 2023~~ JUNE 11, 2024

**Conflict of Interest Code of
The First 5 Commission of Alameda County (FSAC First 5)**

The Political Reform Act, Government Code sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict-of-Interest Codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations, title 2, section 18730, which contains the terms of a standard Conflict-of-Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

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All designated employees shall file their statements of economic interests with the First 5 Commission of Alameda County. Upon receipt of the statements of the Board members and the Chief Executive Officer, the agency shall make and retain a copy and forward the originals to the Alameda County Board of Supervisors, which shall be the filing officer. Alternatively, Board members and the Chief Executive Officer may elect to complete and submit the statement electronically in Alameda County's eForm 700 filing system. Statements for all other designated employees shall be retained by the First 5 Commission of Alameda County, and shall be made available for public inspection and reproduction. (Gov. Code section 81008.)

Disclosure Categories**Category 1**

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APPENDIX A

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Board of Commissioners	1, 2, 3
Ex-Officio Representatives	1, 2, 3
Consultants*	4
Staff listed in Appendix B	1, 2, 3

CONFLICT OF INTEREST DISCLOSURE CATEGORIZATIONS CY ~~2022~~ 2024

DESIGNATED OFFICIALS	DISCLOSURE CATEGORY
COMMISSIONER, CHAIR	1, 2, 3
COMMISSIONER, VICE CHAIR	1, 2, 3
COMMISSIONER ALTERNATE	1, 2, 3
COMMISSIONER	1, 2, 3
EX-OFFICIO REPRESENTATIVES	4
CONSULTANTS	4

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Designated Employees	Disclosure Category
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Applications Administrator	1, 2, 3
Administrator	1, 2, 3
Administrator, Cultural Access Services	1, 2, 3
Administrator, Family, Friend, and Neighbor	1, 2, 3
Administrator, Family Child Care	1, 2, 3
Administrator, Finance, Contracts & Budget	1, 2, 3
Centralized Eligibility & Enrollment Coordinator	1, 2, 3
Chief Executive Officer	1, 2, 3
Chief Financial Officer	1, 2, 3
Chief Human Resources Officer	1, 2, 3
Chief Impact Officer	1, 2, 3
Chief of Programs	1, 2, 3
Chief of Staff	1, 2, 3
Chief Operations Officer	1, 2, 3
Communications Specialist	1, 2, 3
Compliance Officer	1, 2, 3
Contracts and Budget Administrator	1, 2, 3
Contracts and Budget Manager	1, 2, 3
Contracts and Budget Specialist	1, 2, 3
Data & Insights Supervisor	1, 2, 3

AGENDA ITEM 4a1

Deputy Chief Executive Officer	1, 2, 3
Director	1, 2, 3
Director of Early Care & Education	1, 2, 3
Director of Data & Evaluation	1, 2, 3
Director of Pediatric Care Coordination	1, 2, 3
Director of Planning	1, 2, 3
Director of Programs	1, 2, 3
Director of Technology	1, 2, 3
Enrollment Administrator, Early Care & Education	1, 2, 3
Evaluation Officer	1, 2, 3
Evaluation Specialist	1, 2, 3
Family & Community Support Programs Manager	1, 2, 3
Fathers Corps Program Administrator	1, 2, 3
Fathers Corps Program Manager	1, 2, 3
Finance Administrator	1, 2, 3
Finance Officer	1, 2, 3
Government Affairs and Policy Officer	1, 2, 3
Government Affairs and Policy Administrator	1, 2, 3
Help Me Grow Developmental Screening Coach	1, 2, 3
Help Me Grow Prevention Manager	1, 2, 3
Help Me Grow Program Services Coordinator	1, 2, 3
Help Me Grow Senior Community Liaison	1, 2, 3
Information Technology Specialist	1, 2, 3
Infrastructure Administrator	1, 2, 3

AGENDA ITEM 4a1

Infrastructure Officer	1, 2, 3
Manager	1, 2, 3
Officer	1, 2, 3
Office & Facilities Manager	1, 2, 3
Parent Engagement Administrator	1, 2, 3
Provider Engagement Manager, Early Care & Education	1, 2, 3
Payroll & Finance Manager	1, 2, 3
Planning Coordinator	1, 2, 3
Program Administrator, Early Care & Education	1, 2, 3
Program Administrator, Neighborhoods Ready for School	1, 2, 3
Project Manager	1, 2, 3
Program Officer	1, 2, 3
Provider Support Manager	1, 2, 3
Quality Early Care & Education Program Manager	1, 2, 3
Quality Improvement Coach	1, 2, 3
Senior Administrator	1, 2, 3
Senior Administrator, Community Programs	1, 2, 3
Senior Administrator, Data & Evaluation	1, 2, 3
Senior Administrator, Early Care and Education	1, 2, 3
Senior Administrator, Early Care and Education Facilities	1, 2, 3
Senior Administrator, Early Care & Education Provider Partnerships	1, 2, 3
Senior Administrator, Early Care & Education Workforce Development	1, 2, 3
Senior Administrator, Early Care & Education Fiscal Operations	1, 2, 3
Senior Administrator, Finance	1, 2, 3

AGENDA ITEM 4a1

Senior Administrator, Finance, Contracts & Budget	1, 2, 3
Senior Administrator, Financial Analyst	1, 2, 3
Senior Administrator, Human Resources	1, 2, 3
Senior Administrator, Help Me Grow	1, 2, 3
Senior Administrator, Pediatric Care Coordination	1, 2, 3
Senior Administrator, Policy	1, 2, 3
Senior Salesforce Administrator	1, 2, 3
Strategic Communications Officer	1, 2, 3
Strategic Initiatives and Planning Administrator	1, 2, 3
Strategic Initiatives and Planning Officer	1, 2, 3
Technology Officer	1, 2, 3
Training Administrator	1, 2, 3



First 5 Alameda County Executive Committee Meeting
June 11, 2024, 2:00 PM - 3:30 PM
Zoom Webinar Meeting ID: 846 0074 9552

Commissioners Present: Chair: Renee Herzfeld, Vice Chair: Cecilia Oregón, Tomás A. Magaña, M.D
 Not Present: Cecilia Oregón
 First 5 Staff Present: Kristin Spanos, Cally Martin, Vanessa Cedeño Geisner, Nick Zhou, Christine Hom, Detra Teal, Jenna Murakami

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
CALL TO ORDER			
R. Herzfeld	The meeting was called to order by Chair Herzfeld who gaveled in at 2:10 PM and stated that the meeting was being recorded. Commissioners Herzfeld and Magaña stated their names to indicate they were present for the meeting.	None	None
1. PUBLIC COMMENT			
R. Herzfeld	There was no Public Comment.	None	None
2. STAFF ANNOUNCEMENTS			
K. Spanos	[Attachment] a. General Staff Announcements b. CEO Contract Authorizations Ms. Spanos presented the General Staff Announcements and the two CEO contract authorizations.	None	None
3. APPROVE EXECUTIVE COMMITTEE MINUTES FROM APRIL 18, 2024			
R. Herzfeld	[Attachment] Chair Herzfeld asked if there was any public comment before taking a vote to approve. Chair Herzfeld facilitated the vote to approve the April 18, 2024 Executive Committee Meeting minutes.	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	None
4. APPROVE ANNUAL REVISIONS TO GOVERNANCE POLICIES			
C. Hom	[Attachment] a. Conflict of Interest Code Ms. Hom presented the revisions to the Conflict of Interest Code. Chair Herzfeld asked if there was any public comment before taking a vote to approve. Chair Herzfeld facilitated the vote to approve the revisions to the Conflict of Interest Code.	Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.	None

AGENDA ITEM SPEAKER	DISCUSSION HIGHLIGHTS	ACTION	FOLLOW UP
5. REVIEW AND RECOMMEND FISCAL YEAR 2024-25 PROPOSED BUDGET AND FISCAL YEAR 2024-34 PROPOSED LONG RANGE FINANCIAL PLAN - FINAL READINGS			
N. Zhou	<p>[Attachment] Mr. Zhou presented the Fiscal Year 2024-25 Proposed Budget and Fiscal Year 2024-34 Proposed Long Range Financial Plan - Final Readings. Chair Herzfeld asked if there was any public comment before taking a vote to recommend. Chair Herzfeld facilitated the vote to recommend that the Fiscal Year 2024-25 Proposed Budget and Fiscal Year 2024-34 Proposed Long Range Financial Plan - Final Readings be brought to the Commission for approval.</p>	<p>Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>The Fiscal Year 2023-25 Proposed Budget and Fiscal Year 2024-34 Long Range Financial Plan - Final Readings will be brought to the Commission for approval.</p>
6. REVIEW AND RECOMMEND THE GASB 54 FUND BALANCE COMMITMENT			
N. Zhou	<p>[Attachment] Mr. Zhou presented the GASB 54 Fund Balance Commitment. Chair Herzfeld asked if there was any public comment before taking a vote to recommend. Chair Herzfeld facilitated the vote to recommend that the GASB 54 Fund Balance Commitment be brought to the Commission for approval.</p>	<p>Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>The GASB 54 Fund Balance Commitment will be brought to the Commission for approval.</p>
7. REVIEW AND RECOMMEND THE FISCAL YEAR 2024-25 ACERA 401(H) ACCOUNT AUTHORIZATION			
N. Zhou	<p>[Attachment] Mr. Zhou presented the Fiscal Year 2024-25 ACERA 401(h) Account Authorization. Chair Herzfeld asked if there was any public comment before taking a vote to recommend. Chair Herzfeld facilitated the vote to recommend that the Fiscal Year 2024-25 ACERA 401(h) Account Authorization be brought to the Commission for approval.</p>	<p>Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>The Fiscal Year 2024-25 ACERA 401(h) Account Authorization will be brought to the Commission for approval.</p>
8. APPROVE REVISIONS TO EMPLOYEE HANDBOOK			
C. Martin	<p>[Attachment] Ms. Martin presented the revisions to the Employee Handbook Chair Herzfeld asked if there was any public comment before taking a vote to approve. Chair Herzfeld facilitated the vote to approve the revisions to the Employee Handbook</p>	<p>Motion: Tomás Magaña Second: Renee Herzfeld No Abstentions. Motion passed.</p>	<p>None</p>

AGENDA ITEM		DISCUSSION HIGHLIGHTS		ACTION	FOLLOW UP
SPEAKER					
9. ADJOURNMENT					
R. Herzfeld		Chair Herzfeld placed the April 25, 2024 Commission meeting minutes, the GASB 54 Fund Balance Commitment, and the Fiscal Year 2024-25 ACERA 401(h) Account Authorization on the June 20, 2024 Commission Meeting Consent Calendar. Chair Herzfeld gaveled out, and adjourned the meeting at 3:13 PM.		None	The April 25, 2024 Commission meeting minutes, the GASB 54 Fund Balance Commitment, and the Fiscal Year 2024-25 ACERA 401(h) Account Authorization will be placed on the June 20, 2024 Commission Meeting Consent Calendar.

Respectfully Submitted by: Julia Otani, Executive Assistant